

SPECIAL REPORT  
on  
Sick Leave Usage

Agency sick leave usage is reviewed in this month's Special Report. The purpose of the review is to identify, if possible, any problem areas. The study deals with amounts of sick leave used and sick leave balances. Data were not obtained on any phase of leave administration or management practices, on reasons why employees took sick leave, or on amounts of leave without pay or annual leave used in lieu of sick leave.

GENERAL

The sick leave records of voucherized staff employees on Agency rolls during the entire calendar year 1963 were included in this study. Their number represented 55.5% of our civilian on-duty strength as of 31 December 1963. The study covers the following percentages of staff employees in each deputy directorate:

DCI	- 76.7%
DDS	- 59.6
DDP	- 38.6
DDI	- 75.2
DDS&T	- 69.2

All employees whose leave was included in the study earned 13 days (104 hours) of sick leave in 1963 and all had earned that amount for at least one full year.

The statistical data on sick leave were compiled by the Office of Computer Services from Time and Attendance Records. Data on these 1963 sick leave records of voucherized staff civilian employees (62% males and 38% females) are summarized in this review. 94% of the employees were General Schedule (GS), 3% Wage Board, and 3% GP and GA-types. Data on sick leave usage of JOT's and personnel assigned to IAS are included in total Agency statistics only.

The data obtained were summarized and analyzed to identify any differences in sick leave usage between groups of employees divided by:

1. Deputy directorates
2. Age, grade and sex
3. Leave groups based on years of Federal service:

Group I -- Less than 3 years  
Group II -- 3 to 14 years  
Group III -- 15 years and over

CHARTS AND OBSERVATIONS

TAB A

Chart - Average Number of Hours of Sick Leave Used  
- By Male and Female Vouchered Staff Employees  
- By Deputy Directorate  
- Calendar Year 1963

25X9 1. Vouchered employees, representing [REDACTED] of the Agency's 31 December 1963 civilian strength, used a total of [REDACTED] hours of sick leave during 1963. This is an average of 7.4 days of sick leave for each employee in the review. It compares very favorably with the average of 8.3 days per employee reported by the Civil Service Commission in the March 1963 draft of its "Government-wide Sick Leave Study - 1961."

25X9 2. During 1963 GS employees in CIA used an average of 7.3 days of sick leave as compared to the average of 8.5 days for Wage Board and 9.8 days for GP and GA employees.

3. Women, on the average, used more sick leave than men. Agency women used an average of 9.7 days of sick leave during 1963 while the Government average for women, as shown in the Civil Service Commission's report for 1961, was 9.6 days.

4. The average amount of sick leave used by Agency male employees during 1963 was 5.9 days as compared to the average of 7.8 days for males in the CSC study.

TAB B

Chart 1 - Average Number of Hours of Sick Leave Used - Agency - By GS Grade Level - Calendar Year 1963

Chart 2 - Same as above, by Age Group

1. The average amount of sick leave used during 1963 by the GS 3-8 grade group was 70.5 hours and that of the GS 9-18 grade group was 47.9 hours.

2. As shown below, a high degree of consistency characterizes the average amounts of sick leave used by employees in the three leave groups based on years of Federal service:

Group	AVERAGE HOURS OF SICK LEAVE USED		
	Total Agency	Male	Female
Total Agency	59	47	78
Group I (less than 3 yrs)	62	43	72
Group II (3 to 14 yrs)	59	45	80
Group III (15 yrs and over)	58	50	81

3. Employees age 29 and under consumed 30.6% of the total amount of sick leave used during the year while those age 50 and over used 18.5% of the total. Both of these groups used proportionately more sick leave than employees age 30-49.

25X9

4. [REDACTED] of CIA's voucherized staff employees used no more than one work-week of sick leave during 1963. The following table gives a percentage comparison of male and female usage of sick leave by groups of total hours of leave taken during the year:

Employees	TOTAL SICK LEAVE USED DURING 1963					
	0-7 Hours	8-24 Hours	24-40 Hours	41-80 Hours	Over 80 Hours	Total Hours
Total Agency	14.6%	19.2%	13.7%	26.5%	26.0%	100.0%
Male	20.6	24.3	14.9	22.8	17.4	100.0
Female	4.9	10.9	11.8	32.4	40.0	100.0

5. 72% of the women in the Agency took at least 40 hours of sick leave during the year, with 40% of them taking a total of 80 hours or more. On the other hand, 60% of the men used 40 hours or less sick leave, while 45% used no more than 3 days.

TAB C

Chart - Sick Leave Saved - By Amount of Balance - Agency - Male and Female - As of 31 December 1963

1. 57% of the sick leave earned during 1963 by voucherized staff personnel was used and 43% was saved. Women used 75% of their available '63 sick leave; men used 45% of theirs.

2. 43% of all employees (57% of the men and 19% of the women) in the review had sick leave balances of 500 hours or more on 31 December 1963.

3. The following table shows the average sick leave balance on 31 December 1963 of Agency employees in the 3 leave groups:

Employees	Average Balance in Hours	AVERAGE SICK LEAVE BALANCES (HOURS)		
		Group I (less than 3 yrs)	Group II (3-14 yrs)	Group III (15 yrs & over)
Total Agency	510	86	372	836
Male	650	113	453	930
Female	283	72	251	557

4. The Civil Service Commission's report shows that employees in its sample carried over from 1961 an average sick leave balance of 531 hours (66.4 days). CIA vouchered employees carried over from 1963 an average balance of 510 hours (63.8 days). The CSC study gives average balances of 570 hours for men and 366 hours for women while this review shows 650 hours for Agency male employees and 283 hours for females.

5. Nearly 4-3/4 million hours in sick leave balances were carried over from 1963 by Agency vouchered employees. This is equivalent to 590,910 days, 118,182 work-weeks or 2,272.7 work-years.

#### CONCLUSIONS

1. In CIA women use considerably more sick leave than men (9.7 vs. 5.9 days during 1963). Agency women use more sick leave than female employees of Government generally (9.7 vs. 9.6 days) while Agency men use less sick leave than male employees of Government (5.9 vs. 7.8 days).

2. Younger Agency employees (under 30) are high sick leave users. As they grow older, their sick leave usage drops between ages 30-49, rises again between ages 50-59, then reaches a top at age 60 and above.

3. Any significant improvements in sick leave usage will probably have to be made among the following groups who use the greatest percentage of sick leave available to them:

- a. Women
- b. Young employees (age 29 and under)
- c. Those in the lowest grades (GS-7 and below)
- d. Those with the shortest service (less than 3 years)

4. About 7 out of every 10 CIA employees have sufficient sick leave to cover an illness of a month or more without loss of pay or use of annual leave.